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1 January 1968

MEMORANDUM FOR: Information Processing Coordinators

SUBJECT : Approval of Category A Computer Processing Requests

REFERENCE : OCS Operations Division Procedural Notice, No. 2-68, dtd 22 January 1968

1. Reference established a system for scheduling computer processing based on five categories of processing requirements. Under the system, computer processing requests must state one of five categories that best represents the requirement. Category A is defined as follows: "An urgent processing request which must be accomplished by a specific date and time during prime shift, regardless of run characteristics."

2. In order to insure proper use of this definition on a continuing basis, effective _____ any Computer Processing Request, Form 2737, with requirement Category A, must be approved (initialed) by a representative of the customer component-- Division Chief, Office Director, or the appropriate Information Processing Coordinator. Because of the dynamic nature of the Computer Center loading situation, blanket or long-term approval

SECRET

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- 2 -

25X1A or delegation of authority will not be granted. However, approval of individual requests may be confirmed by phone to Chief, Operations Division, OCS when time does not permit initialing the request itself.

CHARLES A. BRIGGS
Director of Computer Services

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